

**Northampton Parks & Recreation
Facility Scheduling & Use Permit Request**



Dear Applicant,

Please read the application, rules and regulations thoroughly. **NOTE: Current COVID regulations must be adhered to.**

To submit an application, the following must be included:

- ☐ Page 2,3 and 4 of Use Permit Request with signatures.

The following is needed before the league can begin practices:

- ☐ As soon as approval is given, certificate of liability with the City of Northampton named as additionally insured for \$1,000,000. (special event requests will need this before the event)
- ☐ **Player Fees –Leagues – *League Fees WAIVED for 2022 seasons***
 - See Player Fee Schedule (page 5)
 - Youth Leagues
 - Residents on your teams \$5, non-residents on your teams \$25
 - Adult Leagues
 - Residents \$15, non-residents \$30
 - Check payable to City of Northampton
- ☐ **Current team rosters**
 - Must be for current team with active players for the current season. (i.e. you cannot combine spring and fall players)
 - Must have names and addresses of all players.
 - Must indicate who is resident and who is non-resident.
 - Must be organized and listed by team.
- ☐ **List of coaches for each team/group**
 - CORI check on all coaches in youth leagues and groups.
 - Youth league coaches must be NYSCA (National Youth Sports Coaches Association) certified. (see page 6)
 - Proof of certification must be submitted with list of coaches
- ☐ **Other than Sport Leagues Use**
 - Fees vary, please inquire with Parks & Rec
- ☐ Fees will be due as soon as approval for use is given and final rosters and league/group registrations are completed.

Before games can begin:

- ☐ All the above, plus if applicable schedules with team names, divisions, time & location.
- Please allow up to 30 days for processing, depending on the time of the season. Special event requests must be at least 2 months in advance.
- Submit all to Northampton Parks & Recreation Department, 100A Bridge Rd., Florence, MA 01062, 413-587-1040, recreation@northamptonma.gov.
The office is located on the grounds of JFK Middle School, in a grey modular to the right of the school.

**CITY OF NORTHAMPTON PARKS & RECREATION DEPARTMENT
FACILITY SCHEDULING & USE PERMIT REQUEST**



Applications must be submitted at least 30 days in advance.
Please complete all information. Type or print clearly.

RETURN PAGES 2 & 3 and other required documents to

Northampton Parks & Recreation Department, 100A Bridge Rd., Florence, MA 01062
phone: 413-587-1040 fax: 413-587-1045 email: recreation@northamptonma.gov

Application Date _____ **Name of Organization:** _____

Contact Person _____

Mailing Address _____

Phone #'s Primary: _____ Second Phone: _____

Email: _____

Additional Contact: _____ **Phone:** _____

Email: _____

Event/Purpose _____

For League, Team, Group Usage: Adult _____ or Youth _____ team(s) Other _____

Number of participants expected: _____

Number of Residents _____ **Number of Non-Residents** _____

Facility/Field you are requesting: (see fee schedule for list of fees)

If requesting a general type of field without a specific location in mind, please indicate the type here or attach the list. (i.e. soccer field, baseball, Veterans' Field for special event, etc.):

Please note layout of these fields changes seasonally; these are approximate field numbers and locations

Arcanum Field MacDonald 60' Baseball _____
*90' Baseball _____
Multiuse field _____

**usage of 90' baseball field requires meeting with the Director of Parks & Recreation or his/her designee prior to any usage. There is a separate form for pavilion use.*

Ellerbrook Fields Multiuse _____
Softball _____
Multiuse/Baseball (at end of lot) _____

Finn/Ryan Rd. School Baseball #1 _____
Baseball #2 _____
Baseball #3 _____
Baseball #4 70' _____
Baseball #5 _____
Football _____

Florence Recreation Fields
Multiuse #1 _____
Multiuse #2 _____
Multiuse #3 _____
Multiuse #4 _____
Multiuse #5 _____
90' Baseball _____
70' Baseball _____

Other _____

Sheldon Field LaRiviere 60' Baseball _____
G. Valenta Softball #1 _____
Softball #2 _____
D. Valenta Softball #3 _____
Soccer/Multiuse #1 _____
Soccer/Multiuse #2 _____

Veterans' Field 90' Baseball _____
Multi Use Area _____
Skate Park _____

Jackson St. School
Field #1 (directly behind school)
Field #2 (softball & multi) _____

Other Facility Use, Please specify: _____

Date(s) Requested: If seasonal do not fill out, but you must attach schedule or write out proposed schedule of requested use. If final schedule is not yet available, it must be sent as soon as possible. Leagues: No games or practices are allowed on Memorial Day, July 4th and/or observed holiday, Labor Day, Columbus Day or Veterans Day without prior approval. Other events may be scheduled by City or School officials that require usage restrictions.

Date(s): _____

Time start _____ **Time end** _____ **Other** _____

Other additional information you would like to provide: _____

By accepting this permit, I certify that CORI checks have been done on all youth coaches and/or persons in charge of youth programs. I further agree that I will be held responsible for the repair, in a manner approved by the Department of Public Works and Parks & Recreation Department, of any damage to City property which may occur during the utilization of this permit. I understand violation of this agreement may result in revocation of this permit. Intentionally providing false information on this permit application will result in cancellation of application and may hinder future consideration for applications.

I HAVE READ, FULLY UNDERSTAND AND AGREE TO ABIDE BY ALL RULES AND REGULATIONS, INCLUDED CURRENT COVID REGS, GOVERNING THE CITY OF NORTHAMPTON FACILITIES AS WELL AS ANY PROVISIONS SET FORTH ON THIS AGREEMENT OR ATTACHMENT.

Signature _____

Print Name _____

Date _____

League/Group Name _____

Position in League/Group (president, etc.) _____

All policies are subject to change without notice and are at the discretion of City of Northampton officials.

Player Fee Schedule – League Player Fees WAIVED for 2022

There is a mandatory per **player fee** for use of Northampton fields. This does not include Northampton High or Smith Vocational teams, or Northampton Park & Rec teams.

These fees are utilized by the City of Northampton to help with maintenance of fields and parks (mowing, fertilizer, equipment, etc.)

A resident lives in Northampton, Florence or Leeds.

The fee per player is:

Youth

Youth is age 17 and under

Youth resident players in your league: \$5.00

Youth non-residents in your league: \$25.00

This fee applies to players on the Northampton based teams. It does not mean teams you play from out of town have to pay a fee.

Adult

Adult is age 18 and over

Resident players: \$15.00

Non-resident players: \$30.00

This fee applies to players on the Northampton based teams. It does not mean teams you play from out of town have to pay a fee.

Use of fields by non-resident teams is limited. Additional fees apply to non-Northampton league teams. (A Northampton league team means a team with at least 75% residents on the roster).

Use of lights at Maines Field: Refer to separate Maines Field Facility Rental Form

Use of Skate Park at Veterans' Field: Please inquire at Parks & Recreation Department

Pulaski and Lampron Park usage, inquire with Parks & Recreation office.

Special Events: Fees vary, please inquire at Parks & Recreation Department.

Field Exclusive Use: Varies, submit request and details to Parks & Rec.

Electricity Use: Varies per location.

Maines Field softball and/or pavilion: Refer to separate Maines Field rental form.

Arcanum Field Pavilion: Refer to separate rental form.

*Additional DPW or custodian fees may apply for lining of fields, supervision overtime, etc.

Checks payable to: City of Northampton

Fees subject to change.

Facility Use Rules and Regulations

1. No permit will be granted without a completed facility request form.
2. Fees – Please see fee schedule
3. Resident teams/groups have priority use of fields.
4. Payments for facilities are required before league begins. Non-payment will result in revocation of usage.
5. **A certificate of liability insurance is required to be attached to this application. The City of Northampton must be named additional insured for \$1,000,000.** Groups using facilities agree to hold the Northampton Parks & Recreation Department, City of Northampton, its employees and agents harmless for any injuries of those taking part in or attending the program.
6. If the permit is granted, the holder will be subject to the Rules and Regulation of the Parks & Recreation Department, the City of Northampton rules, codes and ordinances, and Massachusetts general laws.
7. The City of Northampton is not responsible for any accidents or injuries to persons or property resulting from the issuance of this permit.
8. Per City Ordinance 14-16, alcoholic beverages are prohibited from all City facilities.
9. CORI (Criminal Offender Record Information) and SORI (Sexual Offender Record Information) checks must be conducted on all coaches.
10. The bearer of the permit is required to clean up and remove trash from there participants from the premises. The City of Northampton Parks are carry-in, carry-out facilities, see enclosed policy.
11. All youth coaches must be NYSCA (National Youth Sport Coaches Association) certified. The Northampton Parks & Recreation Department certified clinicians each season, and there is online training available.
 - a. The Parks & Recreation Department will pay 50% of the fee of coaches we train providing the coach is active and coaching in a Northampton league. The league or coach is responsible for the other half.
 - b. All leagues must submit a list of coaches before the practice season begins.
12. **Team/group rosters must be submitted, which must include names and addresses, in order to verify resident or nonresident status.**
 - a. Rosters must be for the current season and current list of players playing on the team that season. (i.e.: Spring roster for Spring team, Fall roster for Fall team, etc.)
13. 2022 – Sani-Cans will be at the fields. Please report any damage to them to Park & Rec.
14. Equipment storage areas are available at some fields. Contact the Parks & Recreation Department for information.
15. Call the Parks Division of the Department of Public Works 413-587-1577, to report vandalism or damage to park.
16. Permit holder is responsible for the preservation of order and responsible to pay for any damage to or loss of City property that may occur during use period. Any damage or loss resulting from the use by the permitted will be billed accordingly for repair, replacement or cleaning of damaged property. This may also be defined as an area left in an unclean condition, including bathrooms.
17. Motor vehicles are not allowed on City Property, except where specifically permitted. Do not drive on the grass at fields or schools. Violators will be towed and permits may be revoked.
 - a. If you need to drive a vehicle onto the property due to special events, contact Parks & Rec to discuss.
18. No postings, decorating or alterations may be done without permission of the Department of Public Works and the Parks & Recreation Department.
19. The City of Northampton reserves the right to suspend and/or reschedule assigned events.
20. League games have priority over practices. Practices may be bumped for games.
21. Play is not permitted on fields that are rain soaked or have standing water. Permit holder will be responsible for repair costs.

22. If the DPW Parks Division and/or the Parks & Recreation Department declare the field unplayable, no one is allowed to play (games or practice) on it.
 - a. Please call the cancellation hotline at the Parks & Recreation Department: 413-587-1044 for information on cancellations, or the website www.northamptonma.gov/recreation and click on cancellation page.
 - b. Do not sweep or push standing water off of fields as this causes damage and holes to the fields, unless other arrangements have been made with the DPW and/or Parks & Recreation Department.
 - c. Teams/leagues in violation of this may have field use suspended.
23. Private contractors, volunteers, etc. are not allowed to conduct field maintenance without prior written permission from the DPW or Parks & Recreation Department or other City departments involved.
24. Audio devices, including loud speaker systems, drums and other musical devices must be kept to acceptable noise control levels.
25. No person in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the Parks and Recreation Department shall fail to comply with any reasonable direction given by any police officer or by any Parks and Recreation Department employee or contained in any notice posted by the Parks and Recreation Department.
26. The bearer of the permit must insure that all participants and spectators abide by all above regulations.
27. Any violation of the policies or regulations for use of facilities may result in the termination of the agreement.
28. The City of Northampton reserves the right to change the rules, regulations and/or fees as deemed necessary.
29. All current COVID regulations must be adhered to.

All policies are subject to change without notice and are at the discretion of City of Northampton officials.

Sanctioning Leagues

In order for any non-Northampton Parks & Recreation Department sponsored league to utilize City fields/facilities, it must be recognized and sanctioned by the Northampton Parks & Recreation Department.

In order for leagues to be recognized and sanctioned by the Northampton Parks & Recreation Department, they must submit the following:

1. League by-laws must be submitted. These should include but are not limited to the age requirements of participants, boys or girls or both, league philosophy, fees, a policy on playing time that all players are aware of, etc
2. A list of the Board/Officers must be submitted.
3. All youth league coaches must be certified by the National Youth Sports Coaches Association (NYSCA).
 1. Parks & Recreation staff will give reasonable notification to leagues as to the dates the clinics will be offered. There will be a maximum of two clinics per level offered each season.

Upon review and sanctioning of a league by the Northampton Parks & Recreation Department, the league will be able to schedule time for use of Northampton fields/facilities according to the guidelines in the assignment and utilization of athletic fields/facilities.

Assignment and Utilization of Athletic Fields/Facilities

The Parks & Recreation Department utilizes the following guidelines in the assignment of athletic fields/facilities for practices, games, and events:

1. All athletic fields/facilities must be used for their designed intended use.
2. Priority use of fields/facilities will generally be given according to the sport in-season:
Spring/Summer: Baseball, Softball, Lacrosse, Ultimate
Fall: Soccer, Football, Field Hockey
Winter: Basketball, Volleyball
3. Following is the scheduling priority for the use of Northampton fields/facilities:
 - a. School fields: Northampton School Department and Smith Vocational High School scheduled programs
 - b. Northampton Parks & Recreation Fields: Northampton Schools and Smith Vocational may have priority usage as long as it does not conflict with recreational programs.
 - c. Northampton Parks & Recreation Department sponsored youth programs
 - d. Northampton Parks & Recreation Department sponsored adult programs
 - e. Other Northampton youth leagues (not sponsored by the Northampton Parks & Recreation Department)
 - f. Other Northampton adult leagues
 - g. Other Northampton teams/organizations
 - h. Non-Northampton teams/organizations

To qualify as a resident team/league, at least 75% of the team members must reside in Northampton, Florence or Leeds.

4. Established leagues/programs have priority according to the number of years in existence and years utilizing City fields.
5. The Northampton Parks & Recreation Department reserves the right to make exceptions to this prioritization.

Northampton DPW & Parks & Recreation Department Field Use Policies

Games

- Game schedules must be submitted by the league and must include league home and visitor teams, date, time and location.
- A list of games must be submitted with home games (Northampton fields) highlighted. Links to website schedule pages will not be accepted as a list of home games or for makeups.

Make-ups

- Please be aware that in order for fields to be prepared, our office must be informed of make-up or playoff games at least 48 working hours in advance and before 9:00 a.m. The DPW receives field preparation slips from our office in advance, and we are not able to contact them easily during the day because they are not in an office.
- There are other leagues playing on the field, and practices scheduled.
- The League Administrator or his/her designee(s) is the only authorized person to call in to schedule make-ups.
- We also ask that if a game is canceled, please give us a call in advance so the DPW is not preparing a field that doesn't need to be. Leagues may be responsible for costs associated with field preparation that is not needed and the department was not informed.

Reserving Practices

- Reservation of fields for practices varies. Please discuss structure with Parks & Rec prior to start of season.
- A field use slip is filled out by our staff, and should be picked up within 24 hours of the scheduled practice. It can be picked up during office hours, or we can place it on the outside of the office door for after hours pick-up. This slip is needed in case another team shows up at the field. The coach who has the field can show the slip, and the other team must leave the area.
- Leagues are not allowed to block off a field and give out practices to their teams, unless approved by Parks & Rec. (see above)
- Certain fields are designated for certain leagues. For example, a 10 yr. old baseball team can not be scheduled at a 90' diamond baseball field, unless special arrangements and permission has been obtained from the Parks & Recreation Department.
- There are well over 50 baseball and softball teams in the Spring, and over 50 teams in the fall that utilize the City Fields, so adherence to this is important.
- Some fields may be designated for GAMES ONLY
 - These fields change seasonally. No practices are allowed on them without special permission from Parks & Rec.

Cancellations

- The Department of Public Works (DPW) is directly in charge of field maintenance. If there is inclement weather, they usually determine weekday field status by 3:00 p.m. if the fields are playable. They then notify the Parks & Recreation Department. They then place the announcement on the cancellation hotline: 587-1044 and website: www.northamptonma.gov/recreation, click on cancellations.
- Please make copies and distribute this information to all your managers and players. They should call the cancellation hotline or check the website, and not call the Parks & Recreation Office.
- If it is after 3:00 p.m., and if the DPW has determined it is okay to play, and then it starts to pour, it is the responsibility of the individual leagues to make decisions on playing. We urge you to use caution when deciding to play after a downpour, not only for safety reasons, but also for possible field damage. It is important that each league have an internal policy regarding this situation so your coaches know if they should play or not. For example, the coaches decide or they call the league president, etc.
- If the fields are deemed unplayable by the DPW or Parks & Rec no one is allowed on them. In the spring, there are up to 16 fields the DPW has to prepare for games. If they have to take extra time to repair fields because teams were on them when wet, it takes away from others. Also, if we have had rain, a great deal of field preparation consists of clearing off water to allow it to dry for the game. Therefore, there are some days the DPW can only get the fields dry enough to play on but does not have time to line them. Teams playing on wet fields for soccer can cause a great deal of damage to the grass.
 - Please do not attempt to sweep water off the fields as this causes large holes.
- If the fields are unplayable on weekends, one of the Parks & Recreation staff receives a phone call from the DPW crew between 7:00 - 8:00 a.m. Staff then leaves a message and puts it on the website if games are cancelled. It is the same policy on weekends as during the week, if the DPW determines fields are unplayable, no leagues are to play. No practices are allowed either.
- If your league has a last minute cancellation or emergency that prevents the games from being played on a weekend, please call the DPW Parks & Cemetery Division Office at Spring Grove Cemetery and leave a message by 7:00 a.m. at 587-1577.

Field Use

- The organization of use of all the City's sport fields every day is complicated. There are certain designated fields for each sport. No league should practice or play on a field that is not designated as one for them. Everyone should be aware of our field reservation policy and call to reserve them for practices.
- When a game is being played on one field, please be sure coaches have their players walk around the field, not through it. For example, when there is a game on Sheldon 2, the baseball/soccer, etc. players/fans must walk around and behind the backstop, not through the field.
- Some outfields, such as JFK baseball and softball overlap. Therefore, when the softball field is being used, the baseball field should not, and vice versa. This applies for both practices and games.
- If a field is lined for games, teams are not allowed to practice on them.

All policies are subject to change without notice and are at the discretion of City of Northampton officials.

Northampton Parks & Recreation Department Lightning Policy

Thunder or lightning necessitates that all outdoor practices and competitions be suspended.

The occurrence of thunder and/or lightning is not subject to interpretation or discussion - thunder is thunder, lightning is lightning.

Before a practice/game begins, take a look around and have a plan for shelter prior to the start of any contest.

When thunder is heard or when lightning is seen, the following procedures must be executed:

- Suspend play and direct participants to the previously identified shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, car).
- Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers and underground watering systems.
- After thunder and/or lightning has left the area, wait 30 minutes after the last boom is heard or strike is seen before resuming play or competition.

Note this is the same policy as the Massachusetts Interscholastic Athletic Association (MIAA).



**CITY OF NORTHAMPTON, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS**

**125 Locust Street
Northampton, MA 01060**

**413-587-1570
Fax 413-587-1576**

Donna LaScaleia
Director

Carry-In/Carry-Out Recreational Policy

Frequently Asked Questions Fact Sheet

What is Carry-in/Carry-out?

The City of Northampton has adopted a carry-in, carry-out solid waste policy at its properties. Carry-in, carry-out is a solid waste strategy that is becoming more popular in the United States. Visitors to facilities are responsible for carrying out the trash they generate during their visit and taking responsibility for its disposal at home or another appropriate location. This creates a facility maintenance partnership between stewards of shared recreational areas and the people who use and enjoy them.

What does Carry-in/Carry out mean for visitors?

Visitors are responsible for removing all refuse they generate. The area must be left completely clean before and after departure. Visitors are encouraged to arrive prepared, and to leave sufficient space in a vehicle/backpack/bicycle for items to be carried out.

- Bring trash bags/bins to carry home trash, compostable food waste, and recyclables ([paper](#) and [containers](#)).
- Bring food items in sealable, reusable containers.
- Bring additional containers and plastic bags to carry home leftovers.

Which facilities in Northampton are designated as Carry-in/Carry-out facilities?

A full list of Carry-in/Carry-out City of Northampton recreational sites is provided at the end of this document.

What are the benefits of a Carry-in/Carry-out policy?

- Redirects staff resources to other facility maintenance
- Improves site appearance and atmosphere
- Reduces stinging insects, skunks, bears, and other potentially dangerous pests that may congregate at trash receptacles
- Eliminates the smells and mess created by trash receptacles
- Reduces the financial and environmental (emissions, fuel consumption) costs of trash removal
- Encourages visitors and residents to employ reusable containers and pay more attention to recycling and composting
- Supports an ethic of public space sustainability and models rational, healthy practices for future generations

What else can visitors do to reduce waste in shared public spaces?

- Avoid food items with heavy packaging.
- Bring reusable cups, plates, and utensils.
- Dispense beverages from reusable containers.
- Separate recyclables ([paper](#) and [containers](#)) from the rest of your trash.
- Help support a [circular economy](#) by purchasing products made from recycled materials.
- Use (washable) cloth napkins and tablecloths.

What am I supposed to do with my pet waste?

Visitors are required to remove pet's waste as they do from sidewalks and lawns in their own neighborhood, and dispose of it properly at home. Responsible dog waste disposal allows everyone to enjoy shared recreational areas free of unpleasant odors, unexpected piles and unsightly and environmentally unfriendly plastic bags filled with dog waste. Consider adding a supply of plastic bags to your vehicle.

Who will clean up after large group events?

The Department of Public Works will remove trash from pavilion areas after large group events requiring a permit from the Parks and Rec Department.

City of Northampton properties with a Carry-in/Carry-out Policy

Agnes Fox Playground, 253 State St.
Arcanum Field, 220 Bridge Rd.
Bridge Street Cemetery, 156 Bridge St.
Community Gardens, 51 Prince St.
Connecticut River Greenway, 68 Damon Rd.
Florence Rec Fields (baseball), 145 Meadow St.
Florence Rec Fields (large field), 157 Spring St.
JFK Middle School, 70 Bridge Rd.
Lampron Park, 110 Bridge St.
Leeds Memorial Park, 26 Florence St.
Maines Field, 570 Riverside Dr.
Musante Beach, 85 Reservoir Rd.
Park Street Cemetery, 42 Park St.
Ray Ellerbrook Field, 48 Burts Pit
Ryan Road School, 498 Ryan Rd.
Sheldon Field, 26 Old Ferry Rd.
Spring Grove Cemetery, 5 N Farms Rd
Veterans Field, 88 West St.
West Farms Cemetery, 164 West Farms Rd.
All bicycle/shared use path locations.
All pocket parks.

We all love our shared public recreational areas. Please do your part to keep them enjoyable.



THIS PAGE IS FOR PARKS & REC OFFICE USE ONLY

Permit application received by:

Staff initials: _____ Date: _____

Approved by: _____ Date: _____

TYPE Single Use Seasonal Use Tournament Use

Fee Due \$ _____

Amount Paid \$ _____ Date _____

Amount Paid \$ _____ Date _____

CASH _____ CHECK # _____ DATE _____ Staff _____

Facility Use Checklist

Staff must make sure the following is included with application for use:

☐ Certificate of Liability enclosed

The following must be submitted before any practices or games (usage of fields) begins:

- ☐ Fees enclosed
- ☐ List of Coaches enclosed
- ☐ Rosters enclosed, including name and address of each player
 - Rosters must be current and be organized by team.
 - Player listed must be actively playing on that team in the current season.
- ☐ CORI checks done on all coaches (youth leagues)
- ☐ Restroom keys picked up (for those facilities that have restrooms)
- ☐ Portable restrooms ordered (for those facilities without restrooms or for large events).
- ☐ Schedules, including home and visiting team name, division, date, game time and location